

5 FAH-1 H-800 DEPARTMENT NOTICES

5 FAH-1 H-810 USING THE DEPARTMENT NOTICE

(TL:CH-2; 05-30-1998)

5 FAH-1 H-811 GENERAL

(TL:CH-2; 05-30-1998)

a. Department Notices are used when other means of communication are inadequate or impractical. The Department Notice must not be used to publicize regulatory material or organizational changes in place of the Foreign Affairs Manuals. Drafters use Department Notices to disseminate general information throughout the Department.

b. The Department Notice may be used to convey interim regulatory changes. In this case, each notice is cleared through the Directives Management (A/RPS/DIR). See 2 FAM H- 1100.

c. Notices are not distributed to posts. The office with primary responsibility for the Department Notice must draft, clear, and transmit a worldwide telegram when it is necessary to disseminate Department Notice information overseas.

d. Department Notices are printed and distributed approximately two days after receipt in the Office of Multi-Media Services Division (A/RPS/MMS).

e. The chapter contains instructions for preparing Department Notices to ensure prompt dissemination.

5 FAH-1 H-812 APPROVAL AUTHORITY

(TL:CH-2; 05-30-1998)

The Director of the Office of Multi-Media Services (A/RPS/MMS), or a designated representative is the official authorized to approve printing and releasing of Department Notices.

5 FAH-1 H-813 RESPONSIBILITY

(TL:CH-2; 05-30-1998)

The office disseminating information by Department Notice must draft and obtain clearance and approval of an office director or above.

5 FAH-1 H-814 SUBJECTS

(TL:CH-2; 05-30-1998)

Department Notices may be used to announce the following:

- (1) Appointment or assignment of office directors or above;
- (2) Organizational changes and/or office relocations;
- (3) Establishment or discontinuance of general services; and
- (4) Events or information of interest to the general Department population.

5 FAH-1 H-815 ANNOUNCING APPOINTMENTS

(TL:CH-2; 05-30-1998)

a. Officers announce the appointment of assistant secretaries or higher level officials only with prior clearance from the Bureau of Personnel unless the word "acting" or "designee" precedes the title of the position.

b. Officers announce the appointment of a deputy assistant secretary only after the assignment has been cleared by the Deputy Secretary's Committee.

c. The appointment of an office director should be announced only after the appointment is verified by the bureau executive director.

5 FAH-1 H-816 THROUGH H-819 UNASSIGNED